

Priority *	SCDHEC - Bureau of Air Quality Administrative Support Training Guidelines	Time Frame
M	Bureau Orientation by Supervisor or Section Member	1 st Week
M	DHEC Orientation	3 Months
M	EQC Required: Hazardous Communication	3 Months
M	EQC Required: Confined Space or Exemption Memo to File	3 Months
M	APTI SI: 422/CLN 880:Air Pollution Control Orientation Course	3 Months
M	DHEC Required: HIPAA 101	3 Months
M	DHEC Required: 4th Generation Management	6 Months
M	DHEC Required: 8-Hr. Defensive Driving Course DHEC Required :4-Hr. Defensive Driving Refresher Course	3 Months Every 3 years
M	EQC School	12 Months
M	DHEC Required: Basic Cultural Competence Training	12 Months
M	DHEC Required: Customer Service Training	12 Months
D	GroupWise	
D	Microsoft Word	
D	Windows Operating Systems	
D	Resolving Conflict	

* M = Mandatory, D = Desirable

January 3, 2003